

Teacher Vacancy School Year 2007-2008

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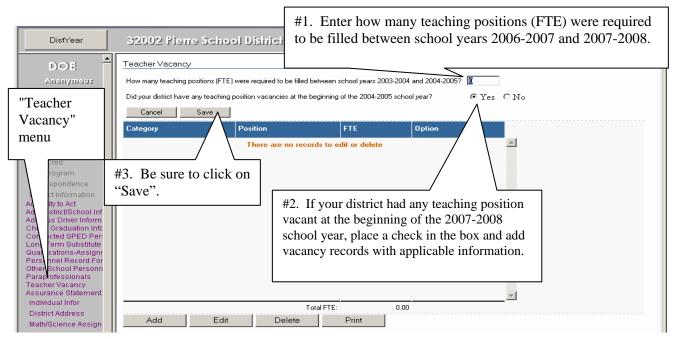
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This menu will only be available to the following districts:

10-Public School Districts

Adding Teacher Vacancy Records

STEP #1: ALL districts are required to access this menu, even if you have no data to report. After accessing this menu simply enter how many teaching positions (FTE) were required to be filled between school years 2006-2007 and 2007-2008.



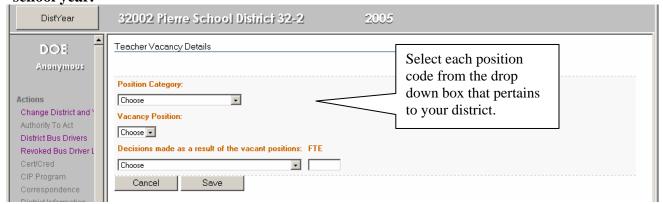
- 1. Enter how many teaching positions (FTE) were required to be filled between school years 2006-2007 and 2007-2008.
- 2. If your district had any teaching position vacant at the beginning of the 2007-2008 school year, place a check in the box and be sure to follow the directions under STEP #2. Otherwise, place a check in the no box.



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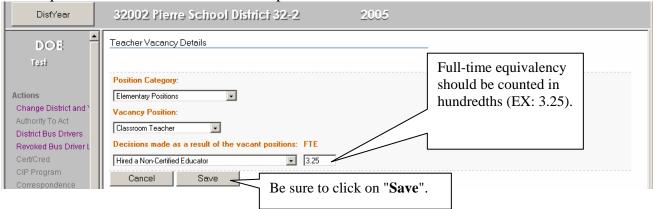
Contact: Nick Carda 773-4638 E-Mail: Nicholas.Carda@state.sd.us 3. Be sure to click on "Save".

<u>STEP #2:</u> If you had a position vacant at the beginning of the school year, select each position code from the drop down box that pertains to your district. Include only vacant positions during the **school year.**



STEP #3: The Total FTE Counts for staff categories must be reported to the nearest hundredth.

- 1. Count part-time staff in terms of full-time equivalency. Full-time equivalency should be counted in hundredths. For example, if a position is filled by two part-time persons, each working one half day, count each as 0.50.
 - (a) A full-time employee having more than one assignment should be counted in terms of full-time equivalency in each assignment. For example, a person assigned 6 hours per day as a bus mechanic and 2 hours per day as a custodian should be counted 0.75 for the bus mechanic position and 0.25 for the custodian position.



STEP #4: Be sure to click on **"Save"**. Continue with the above steps to add the next vacant position record.

SUGGESTION: Print the "Report: Teacher Vacancy Data".

